



## **NEW FINET Processes 1,000,000th Transaction**

New FINET has reached a major milestone! At 11:03 am on Friday, February 2<sup>nd</sup>, Gene Heaps of the Department of Corrections sat down at his computer to enter an Inventory Receiving transaction. Little did he know he would be making history! Seven months from the day New FINET went live, the 1,000,000<sup>th</sup> transaction was entered and processed in the new system. Congratulations to all who have worked so hard on this system. And congratulations to Gene for his most significant entry!



*Gene Heaps of the Department of Corrections entered the 1,000,000th New FINET transaction on February 2, 2007.*

**FINET Milestone**

**New Features in FINET**

**Using Purchasing Cards  
for Local Purchases**

**Help Desk FAQs**

**Contracts in FINET**

**Trainer's Corner**

# New Features in FINET



In an effort to respond to the concerns of FINET users, the development team is pleased to announce some new features in the software.

## 1. Highlighted Required Fields on CR, DO, and GAX

Many users have mentioned they would like to see which fields are required on a document. With the addition of orange highlighted required fields, you can quickly identify mandatory information when you are using Cash Receipts (CR), Delivery Orders (DO) or GAX documents. The online help system has also been modified to clearly identify which fields are required. For information on the criteria for highlighted fields, go to Help, then to Documents:Document Data:Highlighted Fields in the Table of Contents.

## 2. Function Keys

One of the favorite features of the old FINET was that you could complete many actions in the system by utilizing the F-keys. Without the need to take your hands off the keyboard to use the mouse, many transactions could be completed in less time. In the New FINET system, as delivered from CGI, the function keys have not been active—until now. You may now use the following function keys to help process documents.



Function keys are also documented in the online help system. Go to Help, then to Documents:Document Pages:Function Keys.

In the near future, shortcuts to the system will also include:

<b>Page Up</b>	<b>Previous Record</b>
<b>Page Down</b>	<b>Next Record</b>
<b>CTRL-Home</b>	<b>First Record</b>
<b>CTRL-End</b>	<b>Last Record</b>
<b>F12</b>	<b>Logoff</b>

## Using the Purchasing Card for Local Purchases

The purpose of the State of Utah Purchasing Card Program is to provide an additional, more efficient, cost-effective method of purchasing. This is especially valuable when purchasing with local vendors. Because of problems with fraud and identity theft, State warrants or checks may not be accepted at all local businesses. Using the purchasing card is the perfect solution. In fact, in a recent legislative audit on the purchasing card, the State was encouraged to increase its use! (See report at [http://le.utah.gov/audit/06\\_09rpt.pdf](http://le.utah.gov/audit/06_09rpt.pdf))



Some users may be confused by the Finance rule that transactions between \$1,001 and \$5,000 must be accompanied by telephone quotes. This policy only applies to the purchase of a single item with a cost of over \$1,000. Purchases of several smaller items totaling over a thousand dollars can be paid for with a purchasing card. Additionally, quotes are not necessary if the item is on a State Contract regardless of the cost within contract terms and conditions. So let's use this service to its best advantage!

Contact Mark Parry at 537-9243 or Matt Jenkins at 538-3615 for information or go to the website at <http://www.purchasing.utah.gov> and select e-purchasing and then State Procurement Card to find policies, frequently asked questions, applications etc.

## Help Desk FAQs

*by Ken Roner*



**Q.**

I never received a warning that my password was about to expire and when I logged on to FINET I received an error message that my password has expired. What do I do now?

**A.**

The new FINET does not give you advance warning that your password is about to expire. It will, however, give you the opportunity to change it when you receive the error message.

### What to do?

If you get the message *'password expired'*, look to the bottom of your screen. You will see a place to enter your old password and two fields to enter your new password. Enter the password you have been using in the old password field and then choose a new password that you have never used before and enter it in the first new password box. Enter the new password a second time to confirm it with your first entry and ensure that you haven't made a typing error. Remember that your password needs to be exactly **eight** characters long and must include at least one alpha character and one number. Click on the button *'Change User Password'*. You should get the message *'Password Successfully Changed'*. If you enter too many or too few characters or if you choose a password that you have used in the past, you will get a message *'password change failed'*. If you do not take advantage of changing your password when you receive the *'password expired'* error message, you will not be given another opportunity and you will need to call the FINET help desk for help at 538-9690.

## Contracts in FINET

Effective immediately, the Division of Purchasing will be entering all new contracts and amendments into FINET with an expiration date that is 90 days out from the actual expiration date of the contract. This is being done to accommodate payment of invoices that are not received prior to the expiration of the contract. The date on the written contract is the actual expiration date and will be entered in FINET as the "Board Award Date". This date applies when ordering goods and services. (Please see example below.)

MA - 710- 071557- 2- Modification- Final

Action Menu

Load T and C Ship/Bill To Lines



### General Information

Document Name :		Procurement Folder :	204913
Record Date :	02/06/2007	Procurement Type ID :	17
Budget FY :	2007	Finance ONLY MA-Grant Agreement	
Fiscal Year :	2007	Effective Begin Date :	12/07/2006
Period :	8	Expiration Date :	02/28/2009
Document Description :	710 NEW TOWN HALL/FIRE STATION FAYETTE TOWN	Board Award Number :	
Calculated Document Total :	\$0.00	Board Award Date :	11/30/2008
Total Orders :	\$0.00	T & C Template :	
		Allow Partial Payment :	<input checked="" type="checkbox"/>
		Allow Partial Receipts :	<input checked="" type="checkbox"/>
		Replaces Award Doc Code :	
		Replaces Award Doc Dept :	
		Replaces Award ID :	
		Replaced By Award Doc Code :	
		Replaced By Award Doc Dept :	
		Replaced By Award ID :	

90 days after contract expires

Actual contract expiration date



### Did You Know?

The Bingham Canyon copper mine in Utah is the biggest manmade hole on Earth. It is more than half a mile deep and 2.5 miles across. An astronaut can see this hole from the space shuttle with his bare eyes.

# T R A I N E R S



# C O R N E R

## FineLine Training Update – February 2007

**FINET training for February has been scheduled as follows:**

*Budgets*

2/21 – 8 am – noon

*Cash Receipts*

2/14 – 8 am – noon

*Document Approval*

2/13 – 10 – 11 am

2/20 – 10 – 11 am

*Internal Transactions*

2/22 – 8 am – noon

*Inventory*

2/13 – 8 am – 4 pm

*Fixed Assets*

2/21 – 1 – 5 pm

*Payables*

2/15 – 1 – 5 pm

*Purchase Orders*

2/14 – 1 – 5 pm

*Receivables*

2/15 – 8 am - noon

*Requisitions*

2/22 – 1 – 5 pm

*February Mini-Course – Using*

*Document & Accounting Templates*

2/8 - 10 - 10:20 am

2/8 - 2 - 2:20 pm

2/27 - 10 - 10:20 am

2/27 - 2 - 2:20 pm

Due to parking restrictions at the State Capitol, all courses for the month of February will be offered exclusively via our remote training software, allowing you to take courses at your work location. You will need a computer with an internet connection and access to a good quality telephone in order to attend these remote courses.

## **FEBRUARY MINI-COURSE**

Did you know that you can save time when doing data entry in FINET by using Document and Accounting Templates? If you want to learn more about these, join us for February's Mini-Course - "Using Document & Accounting Templates." This Mini-Course will teach you how to create and use both Document Templates and Accounting Templates. Mini-Courses are short, 20-minute training sessions that offer tips and tricks for using different aspects of FINET. These courses are taken at your location using our remote learning software.

## **TO REGISTER FOR ANY OF THESE COURSES:**

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.